

#10-01 - Utility Service District (USD) Reduction Policy Standards

1. **Frontage** – If a parcel has public water and/or gravity sanitary sewer in an adjacent ROW or easement abutting the parcel, then the entire parcel is to be included in the USD.
2. **Parcel Service** – If a parcel is served by public water and/or gravity sanitary sewer, the entire parcel must be included in the USD.
3. **“Holes”** – No “holes” in the service area shall be permitted within the USD for public water and/or sanitary gravity sewer. The service area is intended to be contiguous. “Holes” are defined as a region within the USD that is not served by public water and/or sanitary gravity sewer while the remaining areas around the unserved area have public water and/or sanitary gravity sewer and are included in the USD, regardless of whether or not the existing USD is in another customer community.
4. **“Island”** – “Island” is defined as an area served by public sanitary forcemain and lift station that is isolated from the public sanitary gravity sewer district on all sides. If sanitary gravity sewer eventually contributes to the flow through said lift station and forcemain, then the USD must be revised. Islands are not permitted based upon the above description. Islands approved prior to January 1, 1999, may remain.
5. **Reviews** – USD reviews for consideration of reductions to the USD may occur every 5 years in conjunction with contract extensions. However, in the event of emergency health and safety issues with respect to water supply and sanitary conditions, as determined by County and State regulatory agencies, the USD may be reviewed and modified to include but not exclude potential areas subject to these causes at any time at the request of the customer community. For the contract extension period of 2010, requests for reduction must be submitted by June 30, 2010, for consideration of the UAB in August. In future contract extension years, documentation for reviews must be submitted to the Chairperson of the UAB no later than June 1 of that calendar year for review by the UAB by September of the same year.
6. **Documentation for reviews** – Future reviews by the UAB and the City staff responsible for said reviews must include all pertinent documentation associated with all proposed exclusions. Failure to provide such exclusion documentation will result in the USD reduction being denied. Documentation provided by the municipality to support the reduction/exclusion request will be reviewed with special attention given to coordination with the Comprehensive Master Plans as well as the existing Contract language for that given community. Pertinent documentation shall be submitted as a package and include but is not limited to:
 - a. A letter to the Chairperson of the UAB with the official request to reduce the USD from the local municipality official and the local engineer of record. Letter shall include:
 - i. Justification for reduction of the USD
 - ii. Summary of areas proposed for exclusion/reduction

- iii. Survey information of parcels included in the proposed exclusion/reduction areas
 - iv. Representation that request complies with the USD Reduction Policy Standards.
 - b. Current Local Land Use Plan or Master Plan
 - c. Water GIS map and Sanitary Sewer GIS map (both to be a minimum of 24x36) for the municipality that includes:
 - i. Municipality boundary
 - ii. Current USD boundary
 - iii. Current UUB boundary
 - iv. Proposed USD boundary after reduction/exclusion
 - v. Current calculated USD area in square miles
 - vi. Current calculated UUB area in square miles
 - vii. Calculated proposed USD area in square miles
 - viii. Current parcels served by public water and/or public sanitary sewer
 - ix. Clearly identified 'traded areas' if applicable
- 7. Final approval of all USD reduction requests shall be at the sole discretion of the UAB.